

**UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
THE HONORABLE CARLOS MURGUIA, DISTRICT JUDGE**

EXHIBITS

Exhibits can either be marked by the Courtroom deputy at least five (5) days in advance of trial or counsel may mark their own exhibits. All exhibits shall be exchanged by counsel at or prior to the marking session. If the marking session is to be conducted by the courtroom deputy, counsel is directed to coordinate a mutually convenient time then contact **Jane Casady**, courtroom deputy for Judge Murguia, at **(913) 551-5817**.

Plaintiff's exhibits will be numbered **1 through 399**; defendant's exhibits will be numbered starting at **400**; joint exhibits will be numbered starting at **700**. If you can provide information regarding the approximate number of exhibits you anticipate, stickers can be prepared in advance, allowing things to move quickly during the marking session. Counsel may prepare and use your own exhibit stickers, but said exhibit stickers should be colored (different colors for plaintiff and defendant), not white, and should identify either "Plaintiff's Exhibit" or "Defendant's Exhibit". If plaintiff's exhibits are anticipated to exceed 400 in number, please contact the courtroom deputy for further instructions before proceeding.

The enclosed exhibit sheet form is used by the District of Kansas. This form should be prepared in advance of the exhibit marking session, even if it is a rough draft. You may use this form or one duplicating this format.

You will be asked to provide three copies of the exhibit list the day of trial. Opposing counsel will receive a copy of exhibits and the exhibit list. Counsel are also requested to provide a copy of their exhibit list and witness list to the court reporter on the day of trial.

In addition to the exhibit list and original exhibits, you should have a copy of all exhibits for the Judge. Counsel will provide an exhibit notebook for the Judge on the day of trial. The exhibit notebook should include all exhibits and plaintiff's and defendant's exhibit lists.

Original depositions and interrogatories with answers will be filed in open court as they are offered. Proposed **preliminary and final** jury instructions are due no later than 5:00 o'clock p.m. ten (10) calendar days before the day trial is scheduled to begin. Counsel shall provide the court with a computer diskette (WordPerfect 7.0, 3.5 inch format) containing their proposed instructions.

With regard to courtroom equipment, the court has a Sony presentation stand (a/k/a Elmo) which displays documents on a television monitor. This equipment is simple to use and if you would like to experiment with it prior to trial, please contact **Jane Casady at 913-551-5817** to make arrangements. The court also has available the following equipment for use at trial: easel, flip chart, television, and VCR. If you wish to see any of the equipment and/or use it at trial, please contact Jane Casady in advance of trial so that she can make arrangements to reserve the equipment. If you fail to reserve the court's equipment in advance of trial and equipment is no longer available, it will be your responsibility to obtain any required equipment.

If you have any questions about these instructions or procedures, please feel free to contact **Jane Casady at 913-551-5817**.